

Administrative Services Assistant III Position

Job Announcement

Please submit all resumes and inquiries to David.Sherman@tn.gov

Organization Description

The Division of Mental Health Services is responsible for planning and promoting a comprehensive array of services and supports for individuals of all ages, living with mental illness, co-occurring disorders, and/or serious emotional disturbances. This is accomplished through the creation, expansion, and oversight of community-based programs and community support services. Initiatives include: affordable housing programs; homelessness prevention services; 24-hour crisis services; wellness and recovery services; peer recovery services; suicide prevention services; geriatric services/PASRR services; disaster MH services; a comprehensive System of Care-based child, youth, and family supports services.

Summary of Position

This position is responsible for providing administrative support for professional staff at the direction of the Deputy Commissioner of Mental Health Services and for providing program support to the federally mandated Preadmission Screening and Resident Review program (**PASRR**). The position reports directly to the Deputy Commissioner of Mental Health Services. Salary is based upon experience and benefits are competitive. The Administrative Services Assistant III's duties are as follows:

- Performs daily review and approves PASRR evaluations, as assigned.
- Verifies that PASRR evaluations meet federally mandated guidelines.
- Verifies that each PASRR identifies needed rehabilitative and specialized services.
- If any PASRR evaluation is not completed or contains errors, returns the PASRR to the contractor with specific instructions for corrections.
- Ensures reviewed Level II has an appropriate level of care evaluation, or the summary includes why the level of care analysis is not complete.
- Interprets and explains pertinent laws to families, community agencies, and other government agencies, as needed.
- Assists in assuring all assigned PASRRs are completed to federal mandates, funding requirements and agency contractual agreements.
- Completes the monthly Bureau of TennCare billing verification report, due on the 10th of each month.
- Provides general administrative support to the Division of Mental Health Services as assigned by the Deputy Commissioner, which includes but is not limited to the following:
 - 1) Manages data reports by department for professional staff
 - 2) Completes all special projects, as assigned by the Assistant Commissioner, in support of division programs and various administrative functions.

Education / Experience

Minimum Qualifications:

- A Bachelor's Degree
- A minimum of 4 years Administrative Assistant experience
- Experience in the field of Mental Health or with older adults, a plus

TDMHSAS is an AA/EEO/ADA employer.

Pre-employment criminal background check is required.

Pre-employment drug testing is required.